



Fiscal Year 2007 MiRSA Application

The purpose of this Request for Proposal (RFP) is to establish additional Michigan Regional Skills Alliances (MiRSAs). MiRSAs are employer driven, business and community partnerships, focused on addressing workforce issues in an industry sector. Total funding available for 2007 Michigan Regional Skills Alliances program is \$900,000.

Completed applications **MUST BE RECEIVED BY THE DEPARTMENT OF LABOR & ECONOMIC GROWTH, by 5:00 p.m, Thursday June 8, 2006. Submit to:**

**Bonita Smith
Victor Office Center
5th Floor, 201 North Washington Square
Lansing, MI 48913.**

Proposals must be:

- 12-point type, double-spaced, single sided, 8 ½ x 11, non-glossy paper.
- 10-page limit. Please be concise and direct.
- Submit the original and 3 copies. **No electronic copies, faxes or emails accepted.**

Attachments not permitted other than Exhibits A & B which are required by this RFP.

A Pre-Bid Workshop Webinar to provide more information regarding this request for proposals will be held on Tuesday, May 9, 2006 from 1:00 p.m. to 3:00 p.m. Information regarding this Webinar will be posted on the Michigan Regional Skilled Alliance (MiRSA) website. <http://www.michigan.gov/rsa>

All questions and answers must be submitted in writing. For any additional questions you may have after the Pre-Bid Workshop Webinar session on May 9, please send an email to rsa@michigan.gov by May 19, 2006. All questions, answers and the Pre-Bid Workshop Webinar will be posted to the MiRSA Web site at <http://www.michigan.gov/rsa> .

If any information requested in the application is missing or incomplete, the applications will not meet threshold criteria for consideration.

**Michigan Regional Skills Alliance (MiRSA)
Fiscal Year 2007 Application**

APPLICANT INFORMATION: Applicants can be any organization selected by the partners to submit the application on behalf of the MiRSA, and serve as the fiduciary responsible for proper use of state and federal funding sources.

Name of Applicant: _____

Address: _____ Phone: _____

Fax: _____ E-mail Address: _____

Contact Person: _____ Title: _____

Federal ID #: _____ MI Nonprofit #: _____

Applicant is: _____

- Nonprofit Organization (type): _____
- Private Enterprise
- Local Unit of Government
- Organized Labor
- Economic Development Agency
- Michigan Works Agency (MWA) / Workforce Board
- Post Secondary
- Business Association
- Other: _____

Industry Focus of MiRSA: _____

Regional Area of MiRSA: _____

Official Name of MiRSA: _____

Convener County: _____

Convener Senate District: _____ Convener House District: _____

FISCAL AGENT INFORMATION: The Applicant and Fiscal Agent may be the same entity. The Fiscal Agent will perform the administrative duties and functions related strictly to fiscal operations. The proposal must clearly demonstrate that the Fiscal Agent is qualified and capable of carrying out the responsibility.

Name of Fiscal Agent: _____

Address: _____ Phone: _____

Fax: _____ E-mail Address: _____

Contact Person: _____ Title _____

CONVENER INFORMATION: The Convener is the champion and organizer of the MiRSA.
(see Requirement 5)

Name of Convener(s): _____

Address: _____ Phone: _____

Fax: _____ E-mail Address: _____

Contact Person: _____ Title _____

AUTHORIZED SIGNATORY: The authorized signatory is the authorized MiRSA representative that will sign the Grant Document with the Department of Labor and Economic Growth (DLEG) and who has full authority to enter into agreements on behalf of the MiRSA.

Signature

Title(s)

Print Name & Date

MICHIGAN'S REGIONAL SKILLS ALLIANCES

Michigan's Regional Skills Alliances (MiRSAs) are locally managed partnerships formed to address workforce issues affecting firms operating in the same industry in a distinct geographic area. Among the challenges the MiRSAs set out to resolve are worker shortages, skill shortages, training mismatches, employee recruitment and retention, and organizational design. Key features of MiRSA's include:

- MiRSAs seek to resolve systemic and structural problems by working at a multi-firm, industry-based level.
- MiRSAs are regional in nature and reflect the local labor market. Participating firms draw on a regional labor pool of people who live and work in the region. ("Regional" refers to the geography of labor markets. At a minimum, MiRSA's should cover a county.)
- Employers who participate in such alliances tend to see the business climate as friendly and supportive, an important consideration in location decisions.
- MiRSAs engage all appropriate public and private stakeholders in collaborative problem solving.
- These stakeholders are brought together by a **convener**, an organization that is acting in part as an organizer but is also a partner with expertise in the issue area.
- Industry sectors in which MiRSAs are formed are a significant part of the local economy, but they need not be the principal industry of the area.

The State of Michigan's objective for the MiRSA initiative is to assist local areas in developing industry-based partnerships that will promote the economic health and welfare of areas' businesses and workers. Michigan intends to stimulate and support the development of regional skill alliances with the overall goal of providing Michigan employers with a highly skilled workforce and Michigan citizens with careers with good wages and opportunity. Firms that continually upgrade the skills of their employees are more likely to remain competitive and healthy than those that do not. As industries in a region prosper, they tend to attract suppliers who benefit from the proximity to their customers and similar businesses that benefit from the availability of skilled workers.

- MiRSAs will focus on the needs of a single industry within a region and multiple employers in that industry;
- Conveners of the MiRSA will be key players in the community who have a role in solving the workforce needs in the industry and a role in addressing the need for good jobs by community residents;
- MiRSAs will focus on the workers or potential workers at the lower wage end of the industry and work to improve opportunities in those jobs as well as in jobs at higher levels in the career ladder; and MiRSAs will achieve systemic changes in the industry and workforce that have mutually beneficial results for employers, workers, and the community.

Each MiRSA is expected to participate in:

- Annual Events
- Regional Forums
- Technical Assistance
- Evaluations

Successful MiRSA applicants must:

- Follow State reporting requirements
- Coordinate with the Regional Planning State initiatives

REQUIREMENT RESPONSES: Responses to the requirements should be **limited to two (2) paragraphs or where applicable, bullet points may be used.**

Requirement 1: Industry Priority

Articulate a problem or set of problems affecting the regional industry, which the regional skills alliance (RSA) will address, one industry sector per proposal. The problem statement must include how the RSA will address the training and placement needs of the employers. By definition, a RSA focuses on solving workforce problems affecting multiple employers in a defined industry and region by linking workforce to economic development policies in the industry sectors. Priority will be given to RSAs that align with state and regional priority industries:

- Advanced manufacturing and materials development
- Health Care
- Life Sciences
- Homeland Security
- Other industries of state and/or regional importance

Requirement 2: Employers

By their nature, MiRSAs deal with skill needs across multiple firms. Applicants must define the universe of employers in the relevant regional sector and the specific firms that will be involved in the MiRSA. Selection criteria will favor applicants that address a higher number of employers and workers. Provide a description of employer involvement including:

- What process was used to obtain employer input during the development of the application, were key employers in the industry involved?
- What proportion of local employers in the industry were involved in the application development?
- What is the strategy to recruit more employers?
- Who are the decision makers involved in the RSA?
- What process was used to determine each employer's role in the RSA and does each employer understand his or her role?
- How were employers involved in determining workforce issues? Did they have key input in development of the work plan?

Requirement 3: Partners

Applicants must show that relevant partners are included in the proposal and have committed to participation. The proposal must identify all partners in the MiRSA and other affiliated organizations; how they are appropriate to address the identified problems and potential solutions; and how the partners are involved in project implementation. Evidence of partner involvement, endorsement and level of support must be indicated in the budget. Key partners can include, but are not limited to:

- Education K-12
- Community Colleges
- Other Education (post secondary, private)
- Economic Development Groups
- Michigan Works Agencies (Workforce Investment Boards)
- Unions
- Trade Associations
- Faith Based Organizations (FBO)
- Community Based Organizations (CBO)
- Advocacy or Interest Groups
- Chambers
- Local & State Government

Requirement 4: Goals, Work Plan and Outcomes

- A. The proposal must describe how the MiRSA will address the problem statement described in Requirement 1 of this application. Complete the attached Work Plan Matrix, which identifies the tasks, steps and expected outcomes to be accomplished by the MiRSA. Training and placement must be a key component of the work plan. **All applicants must complete the attached work plan matrix in Exhibit A.**

- B. Provide description of the following:

- Employers role in development of goals, work plan and outcomes
- Other partners role in development of goals, work plan and outcomes
- Process for mid course adjustments, and how employers will be involved
- Plan to increase/engage new employers
- Plan to attract additional partners

Requirement 5: Convener

The Convener is an organization with expertise in the industry sector and workforce issues that also acts as the key organizer of the alliance. The convener is the champion and organizer of the MiRSA. Conveners of MiRSAs should be key players in the community who have a role in solving workforce needs of the industry in the targeted region. Describe role of convener or organization in implementing work plan including:

- Identify assigned staff to the MiRSA
- Staff experience in facilitating similar type activities

Requirement 6: Budget

- A. Create a three (3) year budget that includes the funds requested from the State of Michigan through this grant application and any funds being leveraged by the partners. **Submission of MiRSA Budget Form, Exhibit B, is required. (State of Michigan funds may not be used to purchase equipment).**
- B. Employer and other partners should be aware of and have an understanding of the budget, and their roles in sustaining the MiRSA. Clearly and concisely describe how the employers and other partners will be made aware of and have an understanding of their roles in sustaining the MiRSA.

Requirement 7: Sustainability

MiRSAs must demonstrate that not only do they have a financial plan for the next 3 years, but also a plan for sustainability. Provide a clear and concise sustainability plan that includes, but not limited to:

- Fundraising activities
- Funding Opportunities (Examples: fee for service, foundations, trade organizations, etc.)
- Responsible partner for each activity
- Time frames for each activity